

Volunteer Policy

PURPOSE:

This policy establishes methods that WCLT will follow when working with volunteers.

POLICY:

It is the policy of the Whidbey Camano Land Trust to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

To ensure volunteers are used in a manner that increases organizational capacity and provides a rewarding experience for volunteers, WCLT has developed a program to attract, screen, train, supervise and recognize its volunteers. The program is designed to support and supplement WCLT's daily operations.

The WCLT appreciates the services of those who take the time to volunteer their talents for public service. Volunteers are not paid for their time and are not covered by the WCLT's employee fringe benefits, insurance, or worker's compensation plans. Volunteers are covered by the WCLT's accident policy while serving as volunteers under the direction of WCLT staff or Board of Directors. Volunteer activity must be entered into without promise or expectation of compensation or future employment but solely for public service.

A. Recruitment

WCLT will recruit targeted volunteers on an as-needed basis. Volunteers will be sought to fill positions in the following areas: stewardship, administration, outreach, and professional services. WCLT will use a variety of methods to advertise the availability of such positions, which will include asks of individual and broad membership notices (at events, on website and by email).

B. Screening

WCLT will screen volunteers by talking with them and reviewing their application. An interview of the applicant by a WCLT employee or authorized representative may be conducted at the discretion of the position's supervisor to help determine if the skills and interests of the volunteer match the needs of WCLT.

C. Training

WCLT is committed to training volunteers and providing them with tools to succeed in their volunteer positions. An overview of WCLT's mission, history and goals will be provided to volunteers. They will also be provided with clear job descriptions or instructions prior to beginning volunteer service. If necessary, they will be trained by an authorized representative of WCLT to perform the tasks expected of them.

D. Supervising

Prior to recruiting, WCLT will determine the level of supervision needed, and who the supervisor will be for each volunteer position. WCLT volunteer supervisors will empower volunteers to succeed by providing clear expectations, sufficient training and proper equipment. The supervisor will regularly evaluate volunteer performance, offer reinforcement and express gratitude.

E. Recognizing

WCLT will recognize its volunteers at least once a year in its newsletter. Additionally, WCLT will strive to provide an annual potluck reception, or other similar appreciation, to provide a fellowship opportunity and to show WCLT's appreciation.

F. Evaluating

To measure program outcomes and compare those outcomes with WCLT's goals and objectives, WCLT will periodically review and evaluate program data. Adjustments will be made to the program as necessary to ensure effective volunteer involvement.

Approved: December 3, 2007

President, Board of Directors